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| **CSIR- Human Resource Development Centre,****Kamla Nehru Nagar, Ghaziabad** (Near ALTT Centre Bus Stop)  |
| **REQUEST FOR BOOKING CSIR-HRDC GUEST HOUSE ACCOMMODATION** |
| Guest House In-charge E-Mail: gh@csirhrdc.res.in, Ph. No.: 0120-2783069 |
| Date : |  |
| To The Guest House In-charge,CSIR-HRDC, Sector-9, Central Government Enclave,Kamla Nehru Nagar, Ghaziabad.  |
| Kindly provide accommodation at CSIR-HRDC guest house, Ghaziabad, as per following details: |
| Name, designation & address of person requesting accommodation. (Employee of CSIR may please mention name of Lab.): |  |
| Name(s) of the person for whom accommodation is requested and relation with the CSIR employee: | Name | Age | M/F | Relation |
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| Period for which accommodation is required: |  |
| Date and Time of Arrival: |  |
| Date and Time of the Departure: |  |
| Number of rooms / beds required: |  |
| Purpose of visit:(Official / Personal / Medical) |   |
| Mobile/Telephone Number of Indentor/Guest |  |

**Note: Please fill the above format and then copy & past it directly in your e-mail instead of submitting scanned copy.**